



Story County Community Services
Karla Webb, Director
Story County Human Services Center
126 S. Kellogg Ave. Suite 001, Ames, Iowa 50010

Ph. 515-663-2930 Fax 515-663-2940
www.storycountyiowa.gov
communityservices@storycountyiowa.gov

To: Story County Board of Supervisors
From: Karla Webb
Date: 3/2/22
Subject: General Assistance (GA) Director Designation

Per Iowa Code Chapter 252.26 the Board of Supervisors is responsible to appoint or designate a General Assistance (GA) Director for the county. Currently the GA Director responsibilities rest within the Community Services Director job description. During the Community Services FY23 budget work session, I visited with the Board about possible options for the GA Director position.

Options discussed were:

1. Appoint the Community Services Program Coordinator as the GA Director.
2. Enter into a 28E Agreement with the CICS Employer of Record for a percentage of staff time to perform GA Director responsibilities.
3. Increase the GA Director responsibilities for this to become a full time position within the county.

The CICS Governing Board approved for CICS to move to a single employer of record with Franklin County effective 7/1/22.

In considering options presented above, I would like to recommend the GA Director appointment or designation be added to the Community Services Program Coordinator job description.

The Community Services Program Coordinator participates in the oversight and day-to-day operations of the GA program. With the addition of a second General Assistance Service Coordinator the workload is beginning to balance better and should continue to align and improve as staff onboarding and training is complete.

I have completed four weeks of time studies and my time spent ranged from 1.6 hours to 3.5 hours per week performing General Assistance and county related work. It is anticipated with the balancing of General Assistance responsibilities; the Community Services Program Coordinator will be able to manage the GA Director workload.

I am happy to discuss any of the above options in greater detail if you would like.

Thank you for your time and consideration.